

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF HUMAN RESOURCES

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

OFFICE OF HUMAN RESOURCES

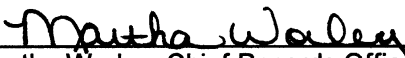
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

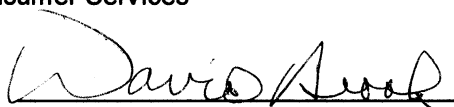
OFFICE OF HUMAN RESOURCES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Martha Worley, Chief Records Officer
Department of Agriculture and Consumer Services


Linda Coleman, Director
Office of Human Resources


David Brook, Director
Division of Historical Resources

APPROVED


Britt Cobb, Commissioner
Department of Agriculture and Consumer Services


Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 6, 2004

AWH

**Department of Agriculture and Consumer Services
Office of Human Resources**

Item 242. PERSONNEL FILE. Official individual personnel file for each employee of the department. File includes personnel action forms, applications, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

Item 47079. APPLICATION TRACKING SYSTEM DATABASE (ELECTRONIC) FILE. Electronic records concerning the tracking of employment applications submitted to the Department of Agriculture and Consumer Services. Electronic file includes applicants' names, addresses, dates applications received, social security numbers, and other related data. Data is entered into database from Applications for Employment File (Item 9410). (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.) (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

Item 9407. POSITION CONTROL CARDS FILE. Cards listing the history for each job position in the department.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 9411. PERSONNEL CORRESPONDENCE FILE. Records in paper and electronic formats of correspondence concerning agency's personnel matters. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

Item 9412. APPLICANT CARDS FILE. Listing of applicants and dates of application.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**Department of Agriculture and Consumer Services
Office of Human Resources**

Item 9414. TEMPORARY EMPLOYEES FILE. Requests for hiring personnel on a temporary basis. File includes applications for temporary employment, tax records, and other related records. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office 30 years after employee terminates service.

Item 9416. EDUCATIONAL LEAVE/ASSISTANCE FILE. Records in paper and electronic formats concerning requests for educational leave and/or tuition reimbursement. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records of approved and denied requests after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 9417. AWARDS FILE. Listing of applicants eligible for the Governor's Excellence Award or other awards given by the department.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

